

# NEWS & VIEWS



AUTUMN EDITION 2015



## Pensions

### Your new legal duties explained

There has been lots of talk in the news and on TV adverts about the recent changes in pensions regulations.

**Remember – if you employ your own PA, you will be affected by the new rules.**

Changes in the law mean that you must provide and pay into a pension scheme for anyone you employ who:

- is 22 and over, and
- they earn an average of more than £192 per week

This is called Automatic Enrolment.

**However, you must take action even if you think your PAs will not qualify.**

The Pensions Regulator will be writing to tell you when you need to start a pension scheme for your PAs. This is called your 'staging date'.



## What you need to do now

**DON'T** ignore the letters you receive from the Pensions Regulator

**DO** get in touch with the KDC payroll service as soon as possible – phone **949 5442**

**DO** attend one of our free pensions information workshops – see over

**DO** take a look at our website for more information – visit [www.kdc.org.uk](http://www.kdc.org.uk)



## STAY WELL THIS WINTER

Winter is on its way! Knowsley Council will be issuing cold weather warnings and advice to all agencies like KDC to pass on to their communities. Look out for our email alerts and messages on Facebook and Twitter with advice on steps you need to take to stay well this winter.

You can keep up to date with all the latest news and information via our website.

Visit us at [www.kdc.org.uk](http://www.kdc.org.uk).



Follow us on twitter.



Make us a friend on Facebook.

## Meet the Team

The KDC Direct Payments Team has a wealth of knowledge and experience and is always on hand with help and information as well as the answers to any questions you might have.

### Andy Gilbert

Service Manager  
andy.gilbert@kdc.org.uk  
Tel: 0151 480 8873



### Colette Salt

Independent Living Coordinator  
colette.salt@kdc.org.uk  
Tel: 0151 480 8873



### Simone Stein

Customer Finance Officer  
simone.stein@kdc.org.uk  
Tel: 0151 480 8873



### Michelle Allan

Customer Finance Assistant  
michelle.allan@kdc.org.uk  
Tel: 0151 480 8873



### Martin Neary

Business Support - KMBC  
martin.neary@kdc.org.uk  
Tel: 0151 480 8873



For names and contact details of your Payroll Team - see back page.



263a Tarbock Road, Huyton, Merseyside L36 0SD  
Tel: 0151 480 8873  
Email: andy.gilbert@kdc.org.uk Web: www.kdc.org.uk



### Free Information Sessions

An invitation for you, your family or your carers to find out more about your legal duties, what you need to do and how KDC's Payroll Service will be helping. We have arranged two sessions in November and a representative from the Pensions Regulator will be on hand to answer your questions.

#### Session One

When: Wednesday 11 November 2015  
Time: 9.30 am – 12 noon  
Where: Tower Hill Primary Care Centre, Ebony Way, Kirkby L33 1XT

#### Session Two

When: Friday 13 November 2015  
Time: 9.30 am – 12 noon  
Where: The Blue Bell Centre, Blue Bell Lane, Huyton, L36 7XY



## HAVE YOUR SAY

**There is still time to have your say on the future of the healthcare and wellbeing needs of the people of Knowsley.**

The **Joint Strategic Needs Assessment (JSNA)** is a means by which **Knowsley Council** and the **Clinical Commissioning Group** ensures that the needs of our community are met now and in the future.

The decision makers are keen to get public views on the key issues and whilst much of the work has been completed, the final information gathering session is being held on **Wednesday 11th November**.

If you want to feed into the reports, contact **Jen Casey** on **0151 449 3954** or email: **jen.casey@healthwatchknowsley.co.uk** to book your place.



Support for you...

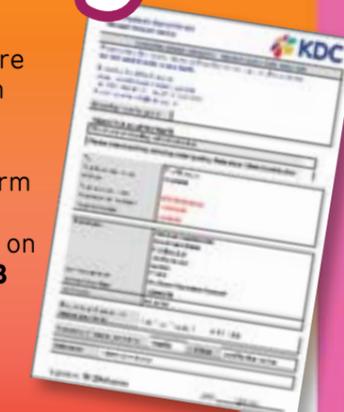


# Remember to pay your care charges!

Following the Council's review of its charging policy, many of you will have been notified that the amount you must pay towards your care and support package has increased. This is called your **Client Contribution** and this is deducted from your Direct Payments.

We want to remind you how important it is that you make sure you are paying the correct amount to avoid a situation where there is not enough money in the account to pay your PA's wages, agency fees, or other costs.

Make sure you fill in a new standing order form - phone **Michelle** on **480 8873** for help.



## Knowsley Council announces changes in rates for Domiciliary Care



For those of you who use your Direct Payments to purchase support from a care agency, your DP rate will be increased to **£11.00 per hour for waking care (not sleep-ins)**.

The increases took effect from 1st July 2015 and the Council is working through all of the Direct Payments recipients who need uplifts and additional payments for backdating.

Our advice is that you should check your invoices from your agency carefully and make sure that you have received the increased rate in your Direct Payments account before you pay them.

## KNOWSLEY'S TRANSPORT POLICY EXPLAINED



Many of you will be affected by changes in the way you access transport to and from services in the borough.

The new official Discretionary Adult Transport Policy which was launched by Knowsley Council on 5 October 2015 is now being implemented. The key points are:

- The charge is £3 per journey
- Everyone must go through a checklist and have a transport plan to receive the service
- It is a discretionary service and it can be withdrawn if individual has a mobility car
- It is not financially assessed and therefore not linked to the KMBC Charging Policy

For more information and a copy of the full policy, visit our website at **www.kdc.org.uk**

## Are you paying the legal minimum wage?

On 1st October 2015, the National Minimum Wage was increased, as follows:

21 and over	£6.70 per hour
18 to 20	£5.30 per hour
Under 18	£3.87 per hour

The hourly rate for Direct Payments for adults in Knowsley is set at £9.00 per hour which is designed to pay an hourly rate to your PA of £7.20.

Contact the payroll team if you think you might be paying less than the national minimum wage – phone 949 5442.





# Payroll Points

**PAYROLL TEAM  
HERE  
TO HELP**



**Joanne Morris**  
Payroll Officer  
joanne.morris  
@kdc.org.uk



**Sandra Windsor**  
Payroll Coordinator  
sandra.windsor  
@kdc.org.uk



**John Rigby**  
Payroll Assistant  
john.rigby  
@kdc.org.uk

Telephone  
**0151 949 5442**

## Payslips go mobile!

The KDC Payroll Service is proud to announce the launch of a brand new facility for PAs to access their payslips online.

From December, we will be publishing your PA's payslips via the **OpenPayslips** portal on the internet. Provided we have a valid email address from your PA, he or she will be invited to create a personal, secure, on-line account within the OpenPayslips system. They will then be able to log in using any device such as a smartphone, tablet or laptop, to view any payslips we have published for them. For more information – and to let us have your PA's email address, contact **Joanne** on **949 5442**.



### Service Improvements

Our **Payroll Service** is constantly working on ways to improve its service to our customers. We have recently launched the option of using time sheets to keep track of your PAs hours. If this is something you would like to do, simply download the timesheets from our website at <http://www.kdc.org.uk/payroll-forms/>



If you do not have access to the internet, let us know and we will pop some time sheets in with your payslips. Phone **Joanne** on **949 5442**.

## Important dates for your diary

**Date DP received** 26 October  
23 November  
21 December  
18 January 2016  
15 February 2016  
14 March 2016

**Lat date for payroll changes** 19 October  
16 November  
14 December  
11 January 2016  
8 February 2016  
7 March 2016

**Wages Pay Date** 2 November  
30 November  
28 December \*  
25 January 2016  
22 February 2016  
21 March 2016

\* Payslips will be sent out one week early in time for Christmas

**Have your say**

Do you have any questions about any aspect of direct payments? Have you had an experience – good or bad - which you would like to share? Is there anything you need to know more about?

If the answer is yes, then contact us here at KDC and we can include your views in our next edition. Contact Joyce on **480 4090** or email her at [joyce.greaves@kdc.org.uk](mailto:joyce.greaves@kdc.org.uk)